



THE AMERICAN UNIVERSITY IN CAIRO  
الجامعة الأمريكية بالقاهرة

## Office of the Associate Provost for Research Innovation and Creativity

### Guidelines

### AUC Distinguished Visiting Professors Program (DVP)

Office Responsible	The Office Research and Creativity Advancement
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**AUC Distinguished Visiting Professor Program (DVP)**

**1. Introduction**

The AUC Distinguished Visiting Professor program is an initiative with university-wide support, mission, and focus. Aligned with the university strategic plan, the goals of the program are:

- To support the expansion and strengthening of international partnerships;
- To expand international learning experiences for students;
- To enhance the impact of the university's research through both knowledge exchange activities and promotion of the university's research.

Every academic year, up to two nominations are welcomed from each school (including ALA). Individual full-time faculty members may nominate candidates. However, these nominations should be screened and approved by the nominator's department and school.

The Provost may seek balance in disciplines served by this program, but need not periodically rotate the award between schools.

**2. Guidelines**

***2.1 Eligibility for nomination***

- The nominees are expected to have an impact in the area(s) they are nominated for.
- They are likely to present an added value to the students and graduates in teaching, research, creative work, and/ or services.
- They may be either within one academic discipline or with contributions serving multiple disciplines.

***2.2 Possible engagements of the visiting professor***

- Teach two academic courses related to the field of study
- Conduct collaborative research with AUC faculty
- Guide student projects/ theses of interest to the department/school
- Help in enhancing curriculum development
- Contribute to talks to AUC faculty and students as well as the public at large
- Support the expansion and strengthening of international partnerships

***2.3 Procedure***

- The Associate Provost for Research issues a call for nominations for DVP each year
- Each school can submit up to two nominations for each call
- A full-time faculty member may nominate a candidate using the following link  
<https://www4.aucegypt.edu/dvp/>

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- Nominations must be screened and approved by the concerned department chair and the relevant school dean, who are to evaluate the nomination(s) and provide recommendations
- The submitted nomination moves through the online system from the nominator to the department chair.
- The department chair is then to evaluate the nomination and decide whether to endorse it or not. The department chair is to then send by email to the school dean the nomination he/she endorses, together with the endorsement rationale and all supporting documents.
- It is expected that the above steps are completed within two weeks.
- The dean of each school is to then evaluate the submissions from its academic departments, and prioritize the submissions he/she endorses. The dean of each school will then email the Associate Provost for Research at [AP-RIC@aucegypt.edu](mailto:AP-RIC@aucegypt.edu) the nomination(s) from the school with the rationale of the school endorsement and all supporting documents by the deadline specified in the Call. Each school can submit up to two nominations. Each school dean may set up internal deadlines to better serve his/her school.
- The Associate Provost for Research reviews and evaluates received nominations, with the supporting documents and departmental and school endorsements, and prioritizes them.
- The list of prioritized nominees is presented to the Provost for a decision on the final selection.
- The list of the prioritized nominees may be presented to the Provost Council for discussion and recommendations.
- The Office of the Associate Provost for Research, Innovation, and Creativity then informs the schools of the approved DVPs.

#### ***2.4 Duration***

**The school is to specify one of the possible durations below:**

- One month: to cover the Winter semester
- Two months: to cover the Summer semester
- Four months: to cover the Fall or Spring semesters
- Nine months: to cover the Fall and Spring semesters

#### ***2.5 Funding***

The recipient is eligible for a round trip economy class airfare. He/ She is entitled to compensation up to 10,000 US dollars per month. The compensation may vary according to the status of the visiting professor. The department submitting a nomination will specify the expected compensation package, which will be one of the evaluation criteria. This will allow for the optimal use of funds designated for this purpose.

#### ***2.6 Responsibilities of the nominating units***

The department(s) hosting the recipient is responsible for all other costs related to instruction, office, and clerical support (copying, space, office phone, etc.). The host department(s) should handle all arrangements. Such arrangements could include (though are not limited to) travel, helping the recipient access resources such as IT support, University libraries, equipment, campus parking, and university transportation, as well as providing any appropriate advice on housing and living in the local community. The nominating department will be responsible for making all expense reimbursements for the recipient during the term of the professorship. The host

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department also must arrange for public lectures so that students and faculty in other disciplines may participate in the exchange of ideas. At the end of the visit, the hosting department is to submit a report specifying the outputs of the visit, the activities carried out by the DVP, and the benefits to the department, school, and AUC at large.

***2.8 Content of the application***

1. Nominee Information:
  - a. Name
  - b. Affiliation and occupation (University, Company, Current career, etc.)
  - c. Title
  - d. Address
  - e. Citizenship
  - f. E-mail or URL
  - g. Specialization
2. Contact (person designated to contact this nominee).
3. Activities to be conducted by the DVP, together with the topics/ areas of interest to be addressed by the DVP.
4. Terms proposed
  - a. Proposed Timeframe
  - b. Proposed compensation
5. Endorsement letter from the department that should include:
  - a. Description of how the nominee's background and skills will enrich the knowledge in the department, school, and the campus at large
  - b. Full plan by the nominee of the activities on teaching, research, services, and any other requirements by the school
6. Endorsement letter from the school dean
7. Evidence of exceptional teaching and/or research skills; or exceptional scholarly, creative achievements, possibly the nominee's academic metrics (e.g. H-index)
8. The candidate's curriculum vitae, including lists of publications and grants received.